CNA Week Planning Checklist

June 10-16, 2027 | thank-yous for every nursing assistant on every shift

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1. Key dates

Step	Target	Done
Choose gift and ask for a free quote	April 15	
Approve the free proof	April 29	
Gifts in your hands	June 3	
CNA Week starts	June 10	

2. Before the week

- [ ] Headcount for every shift
- [ ] Per-person budget approved
- [ ] Gift chosen and logo file ready
- [ ] Food plan for each shift
- [ ] Thank-you notes collected
- [ ] Announcement written

3. During the week

- [ ] Gifts handed out on day one
- [ ] Spotlight or story shared daily
- [ ] Leadership visit scheduled
- [ ] Night and weekend staff covered
- [ ] Photos taken (with permission)
- [ ] Thank-you email sent after

4. Day-by-day plan

Day	Idea	Who is in charge
Thursday (CNA Day)	Kickoff breakfast and a "Happy CNA Week" banner.	
Friday	Resident and family thank-you card wall.	
Saturday	Treats delivered to weekend staff.	
Sunday	Hand-cream and lotion station in the break room.	
Monday	Catered lunch for each shift.	
Tuesday	Awards: "Best Smile," "Calmest Under Pressure," "Resident Favorite."	
Wednesday	Gift day with a note from leadership.	

5. Budget

People	Per person	Total
_____	_____	_____

6. Thank-you note from leadership

Suggested line: *Thank you for the care you give. Happy CNA Week!*

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